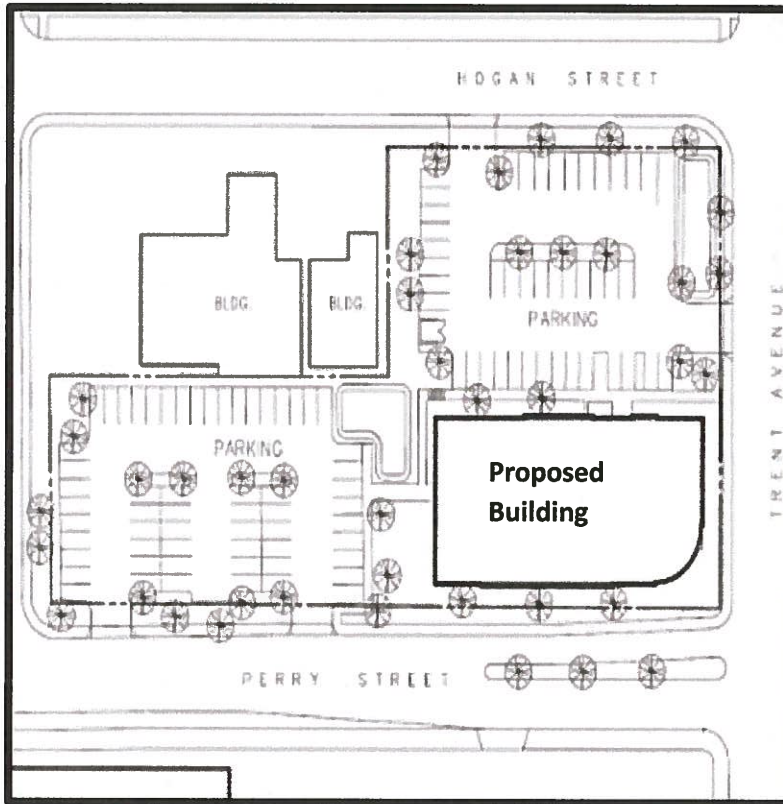




# Development Permit Application Packet



## PLANNING DEPARTMENT

319 Main St. Sultan, WA 98294

Phone 360.793.2231 Fax 360.793.3344



# Development Permit

## **INSTRUCTIONS**

Below is a checklist of items that must be submitted as part of your application for a Development Permit Review. Plan sheet requirements below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Planning Department at 360.793.2231.

## **SUBMITTAL CHECKLIST**

- ◇ (1) CD with Individual PDFs of Each Item Listed Below ↓
- ◇ (1) Original, Plus (4) copies of the Type I Application
- ◇ (1) Vicinity Map (on 8½" X 11")
- ◇ (1) Written Narrative (description of proposal)

## **SITE PLANS**

- ◇ (1) Original (wet-stamped) plus (5) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

## **REPORTS**

- ◇ (1) Original signed Environmental (SEPA Checklist) Plus (4) copies.
- ◇ (4) Critical Areas Study, If required
- ◇ (4) Soils Report for Site, If required
- ◇ (4) Traffic Impact Analysis, If required
- ◇ (4) Stormwater Drainage Report, If required
- ◇ (4) Geotechnical Report, If required
- ◇ (1) Title Report, not more than 30 days old at time of submittal

## **DEVELOPMENT PLAN REQUIREMENTS**

### **Cover Sheet**

- ◇ Title Block (centered at top of sheet) That Includes the Following:
  - ◆ City of Sultan
  - ◆ Name of Proposed Development
  - ◆ File No. (call for correct number)
  - ◆ Section, Township, & Range
  - ◆ Site Street Address (use block # if no bldg. #)
  
- ◇ Site Information
  - ◆ Zoning Designation
  - ◆ Comprehensive Plan Designation
  - ◆ Permissible Use Classification (SMC Chapter 16)
  - ◆ Dimension and Density Requirement Calculations
    - Lot(s) Size (both acreage and square footage)
    - Lot Dimensions (length, width) and Numbers/Letters.
    - Building Setback (for existing, proposed, and relocated buildings on site.
    - Total Lot Coverage (Impervious Surface)
    - Size of Each Lot (both in acreage and square feet)
  - ◆ Adjacent Street Names & Classifications
  - ◆ Required Parking Space Calculations (required & proposed)
  - ◆ Screening Types Provided, If Required (indicate for each lot line)
  - ◆ Utility Provider (Sewer & Water)
  - ◆ Critical Area Types Located On-Site (If Applicable)
  - ◆ Shoreline Classification (If Applicable)

### **Development Plan Sheet –SMC 16.80**

- ◇ Title Bar (locate at bottom or along right edge of sheet) That Includes the Following:
  - ◆ Date Drawing was Prepared or Revised
  - ◆ Project Name & Location
  - ◆ Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
  - ◆ North Arrow, Graphic Scale (1"-50' or larger), & Legend
  - ◆ Existing Lot Lines Within or Adjacent to the Project Site
  - ◆ Existing and Proposed Rights-of-Way (include dimensions & street name)
  - ◆ Existing and Proposed Easements (include dimensions)
  - ◆ Existing Critical Area Boundaries and Associated Buffers On-Site and Within 150ft. of Site
  - ◆ Building (whether proposed, expanded, retained, or relocated) Setbacks From All Lot Lines

- ◆ Site Ingress/Egress (existing and/or proposed)
- ◆ Frontage Improvements with Dimensions (if required)
- ◆ Building (whether proposed, expanded, retained, or relocated) Dimensions and Square Footage
- ◆ Building Elevations (all sides for proposed or expanded buildings only – color renderings preferred)
- ◆ Parking Stall, Loading Stall, Driveway, & Isle Locations & Dimensions
- ◆ Refuse Bin Location (including screening details)
- ◆ Lighting Details (building exterior, site, & parking area)

**Landscape Plan Sheet-SMC 16.58**

- ◇ Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
- ◇ North Arrow, Graphic Scale
- ◇ Tree, Shrub, and Lawn Planting Details
- ◇ Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
- ◇ Irrigation Plans & Details (if required)
- ◇ Parking Area Shading Calculation (if applicable)
- ◇ Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping.



## TYPE 1 PERMIT APPLICATION- DEVELOPMENT PERMIT

<b>Date Received:</b>	
<b>APPLICANT INFORMATION</b>	
<b>Name(s)</b>	
Address	
Phone (main)	
Phone (cell)	
Email	
<b>CONTACT INFORMATION</b>	
<b>Name(s)</b>	
Address	
Phone (main)	
Phone (cell)	
Email	
<b>CONSULTANT INFORMATION</b>	
<b>Surveyor</b>	
Address	
Phone (main)	
Phone (cell)	
Email	
<b>Engineer</b>	
Address	
Phone (main)	
Phone (cell)	
<b>Additional Contact(s)</b>	
Address	
Phone (main)	
Phone (cell)	
Email	
<b>GENERAL INFORMATION</b>	
<b>Property Address &amp; Location</b>	
<b>Total acres of proposal</b>	

Tax Parcel ID# (list all)	
Existing Use of Property	
Water Supply (current & Proposed)	
Sewer Supply (current & Proposed)	
<b>PROJECT DESCRIPTION</b>	
<b>DATE OF PRE-APPLICATION (IF APPLICABLE)</b>	

**APPLICANT CERTIFICATION**

I certify that I am the Owner or Owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Sultan Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT \_\_\_\_\_, Washington on this date: \_\_\_\_\_  
 Applicant's Signature: \_\_\_\_\_

**REAL PROPERTY OWNER CERTIFICATION**

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT \_\_\_\_\_, Washington on this date: \_\_\_\_\_  
 Owner's Signature: \_\_\_\_\_

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

1) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_



# Type I Permit- Public Notice Materials

## **INSTRUCTIONS:**

Below is a checklist of items that must be submitted as part of your permit application or land use request as indicated in the Submittal Checklist. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

These materials must be submitted concurrently with all other required submittals as indicated in the Submittal Checklist.

➔ For your convenience, when requesting these materials from Snohomish County, links to access their request forms are listed below.

Instructions for records requests:

<http://snohomishcountywa.gov/1704/Public-Records>

Form 1: Record Request

<http://snohomishcountywa.gov/DocumentCenter/View/18735>

Form 2: Release for List of Individuals

<http://snohomishcountywa.gov/DocumentCenter/View/18736>

➔ These materials can also be obtained through any Title Company.

## **SUBMITTAL CHECKLIST:**

- ◇ (1) Snohomish County Assessor's Quarter Section Map including the following:
  - ◆ Show Subject Property
  - ◆ Show 300 ft. Boundary
- ◇ (1) Current Owner List (of properties within 300ft. radius) hard copy mailing labels
- ◇ (1) Current Owner List (of properties within 300ft. radius) submitted electronically in an excel spreadsheet format with the following:
  - ◆ Tax Parcel ID Number(s)
  - ◆ Owner(s) Full Name(s)
  - ◆ Owner(s) Mailing Address(es)
- ◆ Include "Current Resident" & Mailing Address (if property owner doesn't reside at the property)